

Revised June 9, 2010

ACQUISITION ALERT 10-01

Notifications to NOAA Office of Legislative Affairs

This Acquisition Alert is being transmitted to all NOAA Heads of Contracting Offices (HCOs) for dissemination within their respective Acquisition Divisions.

Effective immediately, the attached policy and procedures shall be followed by the Acquisition and Grants Office (AGO) staff to effect the notifications required by Commerce Acquisition Manual Chapter 1305.303, Department of Commerce Announcement of Contract Awards, and a new Recovery Act reporting requirement mandated by the White House. These procedures will be incorporated into a more formal AGO policy in the near future.

Questions concerning this Alert should be directed to Linda Shariati at linda.shariati@noaa.gov or by telephone at 301-713-0833 ext. 145.

Notifications to NOAA Office of Legislative Affairs

A. Background

The Department of Commerce, Office of Acquisition Management, issued Commerce Acquisition Manual Chapter 1305.303 entitled “Department of Commerce Announcement of Contract Awards. The purpose of that chapter is to set forth the policy and procedures designed to ensure consistency in providing contract award notifications to the Department’s Office of Legislative and Intergovernmental Affairs (OLIA) and the White House Liaison.

B. Purpose

The purpose of this policy is to set forth the procedures to be followed by the Acquisition and Grants Office (AGO) staff to provide the required notices of planned and actual awards to the Director of the Acquisition and Grants Office and to NOAA’s Office of Legislative Affairs (OLA) for further dissemination to OLIA and the White House Liaison in compliance with the requirements of CAM Chapter 1305.303.

C. Applicability

Consistent with DOC Office of Acquisition Management policy set forth in Commerce Acquisition Manual 1305.303, this NOAA OLA notification policy is applicable to the following contractual actions:

- All acquisition awards (including awards made pursuant to Parts 19 and 36 of the Federal Acquisition Regulation) equal to or greater than \$3.5 Million over the life of the contract. The \$3.5 Million threshold is inclusive of options and/or the estimated total quantity for a Requirements-type contract and/or the guaranteed minimum quantity for an Indefinite Delivery Contract.
- Awards of any dollar value funded in whole or in part by the American Recovery and Reinvestment Act (ARRA). This includes task orders and modifications issued against non-ARRA contracts that obligate ARRA funding, as well as modifications to any ARRA-funded awards that obligate additional ARRA funding.
- Orders placed under Federal Supply Schedules (FSS), Government-Wide Acquisition Contracts, Multi-Agency Contracts, and Blanket Purchase Agreements established by DOC acquisition offices or against FSS contracts.

These reporting requirements do not apply to:

- Task orders of any value issued against NOAA in-house Indefinite Delivery Contracts (unless funded in whole or in part with ARRA funding).

- Modifications for the exercise of any options under contracts that were previously reported to OLA (except for modifications to non-ARRA contracts that obligate ARRA funding).

D. Roles and Responsibilities

- a. The **Contracting Officer (CO)** is responsible for the preparation and timely submission of planned and post-award notifications to the designated point of contact within the AGO Support Services Management Division and OLA, respectively.
- b. The **Support Services Management Division point of contact (SSMD POC)** is responsible for timely submission of planned and ready award notifications to OLA.
- c. **OLA** is responsible for the further dissemination of all contract notifications to the Department's OLIA and the White House Liaison.

E. Award Notification Procedures

1. Notice of Planned Award:

- a. COs shall submit notices of planned contract awards via email to the SSMD POC by Noon Eastern Time on the Wednesday no less than 10 days prior to the planned award date.
- b. Notices shall be prepared in the form of a narrative statement containing the information set forth in Attachment 1. The proposed award amount shall not be provided for any type of competitive action.
- c. The SSMD POC shall prepare the OLA notification and submit it via email to OLA no later than Noon Eastern Time on Friday.
- d. If a notice is not received by noon on Wednesday, the notice will fall into the next week and the 10-day count will be from that date forward. When a notice is received after noon on Wednesday, the CO will receive an email that the notice will not make the submission that week but will be included in the submission the following week.
- e. The SSMD POC is John Abbott, John.J.Abbott@noaa.gov, 301-713-3478 ext. 210.

2. Notice of Ready Award:

- a. Notices of ready awards shall be prepared by the SSMD POC using the information contained in the notices of planned awards reported in the previous week.

- b. The SSMD POC shall submit notices of ready awards to OLA via email no later than Noon Eastern Time on Friday.

3. 24-Hour Advance Notice of ARRA-Funded Award:

- a. The White House requires Federal agencies to provide a 24-hour advance notice of all awards equal to or great than \$3.5 Million and ARRA-funded awards of any dollar value. **Award shall not be made until the Contracting Officer receives OLA approval to proceed.**
- b. Each Acquisition Division (AD) will prepare one consolidated list using the format at Attachment 2 and the instructions provided in that attachment as to what information can be disclosed.
- c. Every Monday by noon, the ADs will send the 24-hour notice consolidated request to OLA (Timothy.Bagley@noaa.gov) with a copy to John.J.Abbott@noaa.gov. By COB Monday night, OLA will consolidate the input from all five Acquisition Divisions into one report and submit it to the White House for approval. The notice will indicate the date the AD wants to make award (24 hours from COB Monday). For example, the urgent awards signature date will be no earlier than Wednesday.
- d. As shown in the sample notices in Attachment 2, if the contract is high profile and/or urgent, the AD will add that statement and highlight it in red.
- e. In the notice, enter the intended award signing date. **Actions must be ready to sign within 4 days.**
- f. Once OLA receives White House approval, OLA will use the distribution list provided by AGO to notify appropriate individuals within the ADs. It is the AD recipients' responsibility to notify the appropriate contracting officer(s) within their AD.
- g. Once the CO has received notification from their AD recipient that the award is approved, the CO may proceed to award the action.

4. Post-Award Notice:

- a. COs shall submit post-award notices directly to OLA on the day of contract award to the maximum extent possible, but no later than 9:00 a.m. Eastern Time on the next business day after the day of contract award.
- b. The notice shall be prepared in the format provided at Attachment 3. The notice and a copy of the first page of the award document shall be combined into one pdf file and submitted via email to the following addressees:

“TO” addressees: David.P.Miller@noaa.gov; Jennifer.Austin@noaa.gov

“CC” addressee: John.J.Abbott@noaa.gov

Subject: Post-Award Notice

F. Restrictions on Release of Source Selection Information

Pre-award notices shall be limited in nature to avoid release of acquisition-sensitive pre-award information and shall not contain any information prejudicial to a competitive acquisition. No classified or confidential business information, contractor costs, pricing or proposal information, or source selection information as defined in FAR 3.104 will be included.

The anticipated award amount shall not be revealed for any competitive actions, including new contract/purchase order awards, fair opportunity for consideration on task/delivery orders issued under multiple-award Indefinite Delivery Contracts, and competitive awards made under Blanket Purchase Agreements.

G. Point of Contact

Questions concerning this policy should be directed to Linda Shariati at linda.shariati@noaa.gov or 301-713-0833 ext. 145.

Attachments

1. Content for Notice of Planned Award
2. Content for 24-Hour Advance Notice of ARRA Award
3. Template for Post-Award Notice

Content for Notice of Planned Award

A Notice of Planned Award shall contain the following information:

- Title of the action (for ARRA awards, enter "RECOVERY –" before title)
- Solicitation Number, if applicable
- Planned award date
- Planned award amount (***do not include for competitive actions***)
- NOAA LO/SO or External Client office
- Contract type (firm-fixed-price, time and materials, etc.)
- Type of Award (new contract, modification, task order, etc.)
- If a task order, modification, or BPA call, state base contract award number or BPA number.
- Period of performance
- Place of performance
- If congressional or media interest in the award has been expressed, identify requester and provide details. If no interest has been expressed, close with following statement: "The Acquisition and Grants Office knows of no specific rollout plan or specific congressional or media interest in this award."
- AGO Point of Contact email address and telephone number

Sample Notices

Competitive Action:

At-Sea Monitors for the Northeast Groundfish Multispecies Fishery Plan,
Solicitation No. XXXXX-XX-XX-XXXX

[\(Submitted 4/9/2010; Award Planned: 4/12/2010\)](#)

The National Marine Fisheries Service anticipates the award of multiple Indefinite Delivery Indefinite Quantity contracts for services necessary to provide at-sea monitors for the Northeast Groundfish Multispecies Fishery Plan. Each award will include a two-year ordering period. The place of performance will vary by task order. ~~The Acquisition and Grants Office knows of no specific rollout plan or specific congressional or media interest in this award.~~ Point of Contact: Bob.Jones@noaa.gov, 757-441-1234.

Modification to Existing Contract (already competed and notice previously given):

RECOVERY - Asbestos Abatement and Related Building Renovations, Geophysical Fluid Dynamics Laboratory (GFDL), Princeton, New Jersey

[\(Submitted 4/9/2010; Award Planned: 4/21/2010\)](#)

The National Weather Service anticipates award of a \$43,514 ARRA-funded firm-fixed-price modification against contract WC1330-07-CQ-1234/T012 to remove and replace ductwork that is blocking access to asbestos that requires abatement. The period of performance will be extended seven days through June 7, 2010. The place of performance is Princeton, New Jersey. ~~The Acquisition and Grants Office knows of no specific rollout plan or specific congressional or media interest in this award.~~ Point of Contact: John.Smith@noaa.gov, 816-426-1234.

24-Hour Advance Notices

Content:

A 24-Hour Notice of ARRA Award shall contain the following information:

- Title of the action (enter "RECOVERY –" before title)
- Solicitation number, if applicable
- Planned award date
- Client office
- Planned award amount (***do not include for competitive actions***)
- Contract type (firm-fixed-price, time and materials, etc.)
- Type of Award (new contract, modification, task order, etc.)
- If a task order, modification, or BPA call, state contractor name, contract/BPA award number, original award date, and award amount.
- Period of performance
- Place of Performance

Sample 24-Hour Notices

Awards ≥\$3.5M

High Profile Contract (add this statement if applicable)

Environmental Consulting, Scientific, Technical, and Mission-Related Support Services

Solicitation Number: xxxxxxxx

(Submitted: 4/29/10; Planned Award Sign Date: X/XX/XX)

The National Marine Fisheries Service (NMFS) is ready to award a Time-and-Materials Blanket Purchase Agreement (BPA) against GSA Federal Supply Schedule for Scientific, Technical, and Mission Related Support Services. This BPA has a Period of Performance of three (3) years after award. The work will be performed at locations across all coastal areas of the United States including Alaska, Hawaii, and US Possessions, and will specifically include Silver Spring, MD; Gloucester, MA; St. Petersburg, FL, Puerto Rico; Galveston, TX; Long Beach, CA; Santa Rosa, CA; Seattle, WA; Alaska; and Hawaii. Point of contact: William.J.Becker@noaa.gov, 816-426-7452

Recovery Act Awards

RECOVERY- Engineering and Design Services for Construction of Road Paving and Drainage Improvements – Commonwealth of the Northern Mariana Islands, Saipan

Solicitation Number: xxxxxxxx

(Submitted: 4/30/10; Planned Award Sign Date: X/XX/XX)

The National Marine Fisheries Service (NMFS) (OHC) Restoration Center anticipates award of a Firm-Fixed-Price Task Order under IDIQ Contract WC1330-08-CQ-0014 for Engineering and Design Services for Construction of Laolao Bay Road Paving and Drainage Improvements, Commonwealth of the Northern Mariana Islands, Saipan. The period of performance is 12 May 2010 through 1 July 2011. The place of performance is the Northern Mariana Islands, Saipan. Point of contact: William.J.Becker@noaa.gov, 816-426-7453.

**Acquisition and Grants Office (AGO) NOAA
Awards ≥ \$3.5M and All Recovery Act Awards**

24 Hour Notice Report

**21
May
2010**

**XYZ ACQUISITION DIVISION (EAD)
XYZ Contact: XXXXXXXXX; (757)441-3442**

24 HOUR NOTICE

SAMPLE

Awards ≥ \$3.5M

(If high profile contract)- High Profile Contract

Environmental Consulting, Scientific, Technical, and Mission-Related Support Services

Solicitation Number: xxxxxxxx

(Submitted: 4/29/10; Planned Award Sign Date: X/XX/XX)

The National Marine Fisheries Service (NMFS) is ready to award a Time-and-Materials Blanket Purchase Agreement (BPA) against GSA Federal Supply Schedule for Scientific, Technical, and Mission Related Support Services. This BPA has a Period of Performance of three (3) years after award. The work will be performed at locations across all coastal areas of the United States including Alaska, Hawaii, and US Possessions, and will specifically include Silver Spring, MD; Gloucester, MA; St. Petersburg, FL, Puerto Rico; Galveston, TX; Long Beach, CA; Santa Rosa, CA; Seattle, WA; Alaska; and Hawaii. Point of contact: William.J.Becker@noaa.gov, 816-426-7452

Recovery Act Awards

RECOVERY- Engineering and Design Services for Construction of Road Paving and Drainage Improvements – Commonwealth of the Northern Mariana Islands, Saipan

Solicitation Number: xxxxxxxx

(Submitted: 4/30/10; Planned Award Sign Date: X/XX/XX)

The National Marine Fisheries Service (NMFS) (OHC) Restoration Center anticipates award of a Firm-Fixed-Price Task Order under IDIQ Contract WC1330-08-CQ-0014 for Engineering and Design Services for Construction of Laolao Bay Road Paving and Drainage Improvements, Commonwealth of the Northern Mariana Islands, Saipan. The period of performance is 12 May 2010 through 1 July 2011. The place of performance is the Northern Mariana Islands, Saipan. Point of contact: William.J.Becker@noaa.gov, 816-426-7453

Template for Post-Award Notice

**NOAA ACQUISITION AND GRANTS OFFICE
NOTIFICATION OF CONTRACT AWARD
Insert PROJECT TITLE**

DATE OF AWARD: Insert date of award

AWARD DOCUMENT: The first page of the award document is attached.

CONTRACTOR'S NAME: Insert name of contractor

CONTRACTOR'S ADDRESS:

Address line no. 1

Address line no. 2 (add more lines as necessary)

City, ST 00000-0000

CONTRACT NO.: Insert contract number shown on award document

TASK/DELIVERY ORDER NO: If applicable

MODIFICATION NO.: If applicable

TYPE OF CONTRACT: Firm-fixed-price, time and materials, etc.

TOTAL CONTRACT VALUE:

Total value of this action: \$ _____

Total dollars obligated by this action: \$ _____

Total ceiling underlying contract, including options: \$ _____

PERIOD OF PERFORMANCE: Number of calendar days OR from-to dates

PLACE OF PERFORMANCE: Place of performance

DESCRIPTION OF SUPPLIES/SERVICES:

(Plainly written, clear, and unambiguous to the public)

UNSUCCESSFUL OFFEROR(S): Provide ONLY the number of unsuccessful offerors

CONGRESSIONAL DISTRICT OF AWARDEE: Provide congressional district of
awardee available at <https://writerep.house.gov/writerep/welcome.shtml>

SET- ASIDE INFORMATION: Identify type of set-aside, if applicable, or enter
"Unrestricted"

BASIS OF AWARD: Indicate basis of award (full and open competition, sole source,
etc.)

DETAILS OF CONGRESSIONAL INQUIRY, IF APPLICABLE: Provide details or enter
"Not Applicable"

**OTHER PERTINENT INFORMATION SPECIFICIALLY REQUESTED BY THE OFFICE
OF LEGISLATIVE INTERGOVERNMENTAL AFFAIRS (OLIA) AND/OR THE WHITE
HOUSE LIAISON (WHL):**

Identify requester of information and provide details or state "None"

Attachment:

Page 1 of Award Document

Sample Notices

Sample of New Contract Notice:

RECOVERY – Ancillary Services for Heating Ventilation and Air Conditioning Retrofit and Control Systems Upgrade, NOAA Weather Forecast Office (WFO), Mobile, AL

(Submitted 3/10/2010; Updated 3/26/2010: award planned 4/2/2010)

On April 7, 2010, the National Weather Service awarded a \$348,750 ARRA-funded Firm-Fixed-Price purchase order for a Heating Ventilation and Air Conditioning retrofit and control systems upgrade. This contract was competitively awarded through full and open competition to Automated Logic Contracting Services, Incorporated, 1150 Roberts Boulevard, Kennesaw, Georgia 30144-3618. The period of performance is April 1, 2010 through July 30, 2010. The place of performance is Mobile, Alabama. ~~The Acquisition and Grants Office knows of no specific rollout plan or specific congressional or media interest in this award.~~ Point of Contact: Margaret.A.Rankin@noaa.gov, 757-441-6562

Sample of Modification to a Contract Notice:

RECOVERY – National Weather Service (NWS), National Centers for Environmental Prediction (NCEP), Weather and Climate Operational Supercomputer System (WCOS), Camp Springs, MD (Submitted 03/02/2010; award planned 03/31/2010)

On 31 March 2010, the National Weather Service (NWS), National Centers for Environmental Prediction (NCEP) issued a firm-fixed-price modification valued at \$4,774,080 to partially fund the option period effective October 1, 2009 through September 30, 2010. The total ceiling of the underlying contract, including options, is \$228,735,469. The underlying contract acquires a complete primary and backup supercomputer system and related hardware, software, and engineering services. This contract was competitively awarded through full and open competition. The place of performance is Camp Springs, MD and Fairmont, WV. ~~The NOAA Acquisition and Grants Office knows of no specific rollout plan or specific congressional or media interest in this award.~~ Point of Contact: Richard.Parkerson@noaa.gov, 301-713-0820
x204